

## **Rosebud County Job Description**

**CLASS TITLE:** Road Foreman

**ACCOUNTABLE TO:** County Commissioners

**PRIMARY OBJECTIVE OF POSITION:** Under administrative direction, plans, implements, and directs a program that will insure sound construction and maintenance of roads and bridges consistent with County Commission policy and with Federal and State regulations; Individual judgment and difficult decision making are required.

**ESSENTIAL JOB FUNCTIONS:**

- Physical requirements include walking, bending, stooping, getting in and out of a vehicle, and lifting up to 100#s (greater with assistance);
- Work may be performed in undesirable conditions in which cold, heat, chemicals, and dampness is encountered;
- Must follow all policy and procedures for safety set forth by Rosebud County in the workplace;
- Must possess a valid Montana CDL with appropriate endorsements.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Plans, directs, and coordinates road, bridge, building, and grounds activities;
- Recommends overall goals for the department;
- Participates with the County Commission in determining overall policy and direction for a road and bridge program;
- Prepares bid documents; approves requests for purchasing and claims for the road department;
- Provides advice to the County Commission on projects and programs of the road and bridge department to assure the effective use of all available personnel and equipment;
- Establishes priorities for short and long range projects and coordinates their implementation as required;
- Assists in the development and preparation of a comprehensive budget program with supporting data;
- Functions as a liaison and advisor for the County with consulting engineers, government agencies, and others;
- Recommends equipment purchases of new and replacement items;
- Receives and answers citizens' complaints and inquiries;
- Administers all personnel matters of the department, including screening, hiring, discipline, evaluation of performance, and related matters;
- Prepares routine records and reports of activities of the road department;
- Responsible for facility and equipment requiring care against breakdown;
- Routinely is responsible for the expenditure of funds of large amounts with the authority to release;

**CLASS TITLE: Road Foreman (continued)**

- Contacts with the public are varied and continual, requiring tact and diplomacy in which the ability to perform duties is directly affected through communications and rapport established;
- Performs other related duties as may be assigned by the County Commission.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Responsible for the overall supervision and direction of employees of Road Department.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Any combination of education and experience equivalent to graduation from high school and supplemental training in engineering, administration, and supervision; Computer skills desirable;
- PLUS Ten (10) years of progressively responsible road maintenance or construction experience, including five (5) years in a supervisory capacity desirable; and
- Must possess a valid Montana CDL with appropriate endorsements.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Effectively utilizes personnel and resources;
- Assists in preparing long and short range goals and budget for submission to the County Commission and implements the programs that have been approved;
- Establishes and maintains effective communication and working relationships with fellow employees, County Commission, and the Public;
- Administers all personnel matters in the department, including screening, evaluation of performance, and related matters; and
- Performs other assignments as may be required or assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 5/11/2022**